

Timecard Tips for Substitutes

- ✓ **Verify each job you accept** – The employee you are subbing for, the location, hours, etc. (this can be verified through Frontline Absence Management or by calling Angela Simmons at 805-782-7233).
- ✓ **Lunch break** – Lunch breaks are required if you are working more than six hours in a day. If a lunch break is taken do not include it in the total hours worked section of the timecard.
- ✓ **Ensure an authorized staff member signs your timecard** – The authorized staff member should sign off that your hours are accurate for the day. *Don't wait until the end of the week to collect signatures; it's too easy to forget hours and assignments.*
- ✓ **Complete your timecard in pen** – Your timecard is a legal document; we ask that you use blue or black ink.
- ✓ **Submit your timecard to the main office by the deadline** – Faxes and scanned copies are not accepted by payroll. Deadline details can be found on the back of the timecard.

SLOCOE Jobs:

- **Beige:** SLOCOE certificated (teacher) used for substitute teachers and preschool teachers/site supervisors.
- **Blue:** SLOCOE classified used for instructional assistants, preschool associate teachers, custodians, clerical, etc.
- **Green:** SLOCOE Limited Term – these are used when you have been appointed to fulfill a long-term vacant position. These are provided by Human Resources or may be provided in the classrooms by an authorized staff member.

Grizzly Jobs:

- **Gray:** All assignments

Migrant Education Jobs:

- **Beige with MEP logo:** Certificated (hourly teacher) & classified (all other hourly positions)

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- ***Your timecard must be submitted in a timely manner to the payroll department by the first of the month to make the payroll deadline. The main office hours are 8:00am to 4:30pm, Monday through Friday.***
 - ***Substitutes are generally paid on the 10th of the month following timecard submittal.***
 - ***Timecards are available at all of our school sites and the main office.***
 - ***Please take your current timecard for the month with you to each assignment you work throughout the month.***
 - ***The pay period will run for the calendar month.***
 - ***Delays in payment will occur if the timecard is not submitted by the deadline.***
 - ***Delays may also occur if the timecard is unreadable, unsigned, or incomplete in any way.***
 - ***Additional timecard information can be found on the back of each timecard.***